CITY OF CONCORD

New Hampshire's Main Street™

Community Development Department

Community Development Advisory Committee
DRAFT Meeting Minutes
September 23, 2026

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Committee Members in Attendance:
Chair Jeff Bart; Mayor Byron Champlin; Councilor Aislinn Kalob; Councilor Judith Kurtz; Councilor Jim Schlosser; Janet Sprague; Michael Gfroerer (arrived at 12:07 p.m.); and Travis Craig (arrived at 12:09 p.m.)

Absent:
Councilor Jeff Foote; Kalamoh Donzo

Staff:
Tim Thompson, AICP, Assistant Director of Community Development

Mr. Bart called the meeting to order at 12:03 p.m.

Adoption of September 19, 2025 Minutes
Ms. Sprague moved the approval of the September 19, 2025 minutes. Councilor Kurtz seconded the motion. The motion passed by a unanimous voice vote.

Welcome and Introductions
Chair Bart and Mr. Thompson introduced the new committee members, Councilors Kalob and Schlosser, and gave an overview of the purpose, role, and responsibilities of the committee.

Mr. Gfroerer arrived at 12:07 p.m.

Mr. Craig arrived at 12:09 p.m.

Community Development Block Grants

Proposals for January 2026 Application Round

Mr. Thompson summarized the Community Development Block Grant (CDBG) process and application procedures that the City follows as a non-entitlement community under the federal program. He noted that the maximum award amounts have increased since last year. He explained that the City can only receive funding for up to $750,000 each for the CDBG Public Facilities and Housing Program ("Supportive Housing" projects are eligible for up to $1,000,000) per application period, meaning that the Committee will need to make a recommendation on one of the 2 projects for each category. He stated that based on discussions with the City's CDBG consultant, the projects not selected for January could be submitted for the July 2027 funding round.

Public Facilities

- Concord Coalition to End Homelessness: Proposal to redevelop property for their Homeless Resource Center, located at 238-240 North Main Street. Seeking $750,000 in CDBG Public Facilities Grant Funds.

Karen Jantzen, Executive Director, and Mark Fagan presented on behalf of Concord Coalition to End Homelessness (CCEH).

CCEH aims to build a new purpose-built Resource Center (RC) that is intentionally designed for integrated care that enables collaboration among partner agencies and empowers individuals to rebuild their lives. The current facility at 238 N. Main Street is 8,000 square feet of usable areas on the first and second floors. The new RC will be 11,000 square feet of functional space creating four floors of ADA compliant space specifically engineered for integrated person-center support. The entry level first floor will serve as the drop-in center. With safety in mind, this open space creates a welcoming environment featuring client gathering areas, expanded laundry and shower amenities, secure mail room, volunteer space, supply storage, as well as private meeting rooms. The second floor provides dedicated medical and behavioral health space featuring medical exam rooms for on-site care and secure offices meeting healthcare privacy standards. A group meeting room is incorporated into this area for recovery programs, life skills training, community workshops, and homeless prevention programs. It also features additional private meeting rooms for CCEH and community partners. The third and fourth floors are dedicated to CCEH staffing needs. It is designed for future growth as drop-in center hours expand, supportive housing demand increases, and preventative services are designed and implemented.

Ms. Jantzen and Mr. Fagan gave an overview of the project budget, funding sources, funding commitments and funding gaps. Conceptual design has been completed, environmental review, survey, and civil design work are complete. A utility upgrade must be completed before the City upgrades North Main Street, and applications have been submitted to complete the work in Fall 2026.

Mr. Thompson noted that in discussion with CCEH and our consultant, the primary concern at this time is the funding gap, and the CDBG requirements for having funding in place at the time of application. It has been discussed with CCEH that perhaps looking at the July 2027 funding round would allow additional fundraising and financing to take place, and improve the competitiveness of the application at the state level.

The Committee and applicant discussed the importance of the project, the services that CCEH provides in the community, opportunities for connections with the Friendly Kitchen through adjacent properties, and the challenges of funding the project.

The Committee thanked the CCEH staff for their presentation and answering their questions.

- Boys & Girls Club of Central & Northern NH: Proposal to rehabilitate the playground at the Mary Stuart Gile Early Leaning Center on the campus of NH Technical Institute. Seeking $200,000 in CDBG Public Facilities Grant Funds.

Chris Emond, CEO of Boys & Girls Club of Central and Northern NH (B&GC), presented the request.

B&GC is asking the City to apply a $200,000 CDBG Public Facilities grant to rehabilitate the playground at the Mary Stuart Gile Early Leaning Center [MSG]. Located on the campus of NHTI, the Center trains student teachers and helps to maintain a pipeline of much-needed Early Childhood Education staff in the Greater Concord area and throughout NH. Since the pandemic, a weak labor force has driven up costs and

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accelerated an ongoing decline in childcare availability. Keeping center doors open and generating new teachers are related, urgent needs. At the Mary Stuart Gile Early Learning Center, the playground is an extension of the learning space for future teachers and children. The center's 50+ enrolled children spend up to five hours outside each day, year-round. The majority of children served at the center are low to moderate income.

Mr. Emond noted that the goal of this project is to replace old and rotting structures and transform the mostly barren space into a "natural playground" with climbing structures, play areas and shade. B&GC recently completed a similar project in Suncook, and referenced the conceptual designs in the submittal.

The Committee and applicant discussed the importance of the project, the services that B&GC provides in the community, and that CDBG was proposed to be the primary source of funding for the project.

The Committee thanked the Mr. Emond for his presentation and answering their questions.

<u>Housing</u>

- Concord Area Trust for Community Housing (CATCH): Proposal to redevelop 14-unit residential facility located at 30 East Side Drive. Seeking $750,000 in CDBG Housing Grant Funds.

Alexandria Panagiotakos, Chief Operating Officer – CATCH Neighborhood Housing presented the proposed grant to the committee. She noted that the proposal submitted would likely qualify to be considered "supportive housing" and asked that the committee consider the request for the maximum of $1,000,000 accordingly, as she was unaware the grant maximums had changed.

Ms. Panagiotakos stated the proposed project will transform an underutilized property into a vibrant community of 15 affordable apartments designed specifically to help adults with learning and developmental disabilities live as independently as possible while receiving the support and services they need to thrive. In partnership with Community Bridges, residents will have access to individualized supportive services focused on promoting independence, stability, social connection, and an improved quality of life. The CDBG funding would become an important component of the project's overall financing structure. The estimated total development cost is $6.4 million. She concluded by stating that redeveloping this property will not only add to Concord's affordable housing stock but will create housing specifically designed to provide greater independence, stability, and access to supportive services for individuals who may otherwise have limited housing options.

Mr. Thompson noted that, similar to the CCEH Public Facilities project, in discussion with CATCH and our consultant, the primary concern at this time is the funding gap, and the CDBG requirements for having funding in place at the time of application. It has been discussed with CATCH that perhaps looking at the July 2027 funding round would allow additional fundraising and financing to take place, and improve the competitiveness of the application at the state level.

The Committee and applicant discussed the importance of the project, the similarities with the project previously recommended in 2024 that was not funded due to CDBG funding commitment requirements, and the challenges of funding the current project.

The Committee thanked the Ms. Panagiotakos for her presentation and answering their questions.

- Families in Transition (FIT): Proposal to renovate and upgrade existing residential facilities (for 16-units of transitional housing) located at 9 Oddfellows Ave and 5 Market Lane. Seeking $750,000 in CDBG Housing Grant Funds.

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Tyler Huff, Vice President of Property and Housing Development, presented on behalf of FIT.

FIT seeks funding to address capital needs at its affordable housing properties at 9 Oddfellows Avenue and 5 Market Lane (the "Bicentennial Square" properties). These two properties currently provide 16 units of affordable housing to low-income households. In October 2024, FIT conducted a Capital Needs Assessment on Bicentennial Square and identified specific repairs and renovations to be performed over the next 5 years to maintain structural integrity, safety, and residential quality of life in these buildings. These renovations include exterior repairs, accessibility improvements to the elevator, maintenance of essential utilities like the laundry room and hot water system, and safety-related upgrades such as new flooring in stairwells, common area lighting, and replacement of exterior entry doors.

In April 2026, the City of Concord, in partnership with CDFA, awarded Families in Transition $500,000 in CDBG Housing funding to build 4 additional units of affordable housing at these properties. Once this project is finished, it will bring the total number of affordable units up to 20 in Bicentennial Square. The construction of these 4 additional units will begin in October 2026, with plans to lease the units by early Quarter 2 of 2027.

FIT is now seeking an additional $750,000 to address Bicentennial Square's capital needs and ensure that both buildings will be as clean, safe, and dignified as the 4 new units being constructed. FIT envisions this as a continuation of the work we have already begun with their 2026 CDBG funding to provide 20 low-income households with affordable housing in Concord. This objective of preserving and renovating these historic properties also aligns with the City's upcoming plans to revitalize Bicentennial Park around which these properties are situated.

The Committee and applicant discussed the scope of renovations, the service area FIT oversees, and the process regarding CDBG when multiple applicants are seeking funding, and following a grant so recently obtained through the program.

The Committee thanked the FIT staff for their presentation and answering their questions.

<u>Deliberations on CDBG Applications</u>

After discussing the merits of the four applications, the Committee consensus was to proceed with the 2 projects likely to score higher now, and ask that the other 2 projects submit for funding in the July 2027 application round.

Mr. Gfroerer moved that CDAC support and recommend the Public Facilities application from the Boys & Girls Club of Central & Northern NH to City Council for CDBG funding of up to $200,000. Ms. Sprague seconded the motion. The motion passed by a unanimous voice vote.

Councilor Kurtz moved that CDAC support and recommend the Housing application from Families in Transition to City Council for CDBG funding of up to $750,000. Ms. Sprague seconded the motion. The motion passed by a unanimous voice vote.

Concord Historic Associates Limited Partnership – Request for CDBG Loan Modifications

Attorney Kara Sweeney contacted the City on behalf of Concord Historic Associates Limited Partnership and Stewart Property Management (the company that runs the senior living community at Horseshoe Pond Place). Concord Historic Associates is looking to revitalize the property, and is in the process of applying for new Low-Income Housing Tax Credits (LIHTCs) from NH Housing Finance Authority (NHHFA) which

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would result in funding to upgrade the project and would extend the affordability covenants on the property for the long term.

In order for the LIHTCs to be applied to the project (assuming they are granted by NHHFA), the property needs to be transferred into a new tax credit limited partnership, the unique CDBG loan needs to be subordinated to the new financing, and the term of the CDBG loan extended. CDAC previously extended the CDBG loan in a similar fashion in 2016

Concord Historic Associates is requesting that the City extend the term of the CDBG loan by 20 additional years from July 28, 2032 to July 28, 2052. All other terms of the note would remain unchanged and the City would receive 20 years of additional interest payments. Under this proposal, the total repayment to the City would be increased from approximately $561,031 to $684,565 (or $123,534 +/-).

CDFA has given the approval to allow the City to make this modification, as it would extend and continue the objectives the CDBG funds were intended for over a longer guaranteed term.

City Staff has no objections to the request as it would provide the following benefits:

- An important source of affordable elderly housing for the community will be preserved for at least 20 additional years and improved through renovations.
- The City will receive an additional $123,534 +/- in additional interest payments resulting from the extension of the loan term by 20 years.
- Horseshoe Pond Place is a condominium. The 2 condominium units associated with the affordable housing portions of the project are preliminarily assessed at $7,049,900 & $4,325,400 (per the pending revaluation of all City properties). Ample equity remains available to secure the City's financial interests in the project.

After a brief discussion of the structure of the CDBG funds as a loan versus the typical grant, the Committee unanimously approved the applicant's request, on a motion made by Councilor Kurtz and seconded by Mr. Craig.

Other Business

Revolving Loan Fund Status Report

Mr. Thompson presented the summary of loans and financial statistics for the Revolving Loan Fund. The Committee expressed a desire to review and determine if changes were needed to the Program Income Reuse Plan. Mr. Thompson stated he would schedule a meeting for that purpose in the coming months.

Adjournment

Mayor Champlin moved to adjourn. Councilor Kurtz seconded the motion. The motion passed unanimously.

The meeting adjourned at 1:49 p.m.

Respectfully submitted,

Tim Thompson, AICP, Assistant Director of Community Development

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